



## **STRUCTURAL DESIGN TECHNICIAN I**

**Departmental Open, Non-Promotional**

**EXAM ID: 5TR59**

<b>Department(s):</b>	<b>Caltrans</b>
<b>Bulletin Release Date:</b>	<b>August 7, 2015</b>
<b>Final Filing:</b>	<b>October 15, 2015 (extended)</b>
<b>Salary:</b>	<b>MONTHLY-RANGED-SALARY - \$3,410.00 to \$4,267.00</b>
<b>Employment Type:</b>	<b>Permanent Full-Time Permanent Part-Time Permanent Intermittent Limited Term Full-Time Limited Term Part-Time Limited Term Intermittent</b>
<b>Exam Type:</b>	<b>Statewide</b>
<b>Location(s):</b>	<b>Dist. 04 Caltrans Oakland Sacramento County</b>

### **INTRODUCTION**

Caltrans is pleased to announce the posting of the **STRUCTURAL DESIGN TECHNICIAN I** examination. Employment from this examination will be offered in District 4 and Sacramento County. Testing locations may not be located in all areas. Candidates may be asked to travel to the nearest testing facility at their own expense.

### **EQUAL EMPLOYMENT OPPORTUNITY**

Caltrans is an equal opportunity employer to all regardless of age, ancestry, color, denial of family and medical care leave, disability, gender identity or expression, genetic information, marital status, medical condition, military and veteran status, national origin, political affiliation, race, religion, sex, or sexual orientation of any person.

### **DRUG FREE STATEMENT**

It is an objective of the State of California to achieve a drug-free work place. All applicants will be expected to behave in accordance with this objective, as the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.

## **WHO SHOULD APPLY?**

Candidates who meet the minimum qualifications as stated below may apply for this examination. Once you have taken the examination, you may not reapply for twelve (12) months. All applicants must meet the education and/or experience requirements as stated on this examination announcement.

## **FILING INSTRUCTIONS**

Applications (STD 678) must be received or postmarked no later than the final filing date. FAXED OR E-MAILED APPLICATIONS WILL NOT BE ACCEPTED. Applications postmarked after the cut-off date, personally delivered, or received via interoffice mail after 5:00 p.m. on the cut-off date will be held for the next administration of the examination. THE EXAMINATION TITLE MUST BE INDICATED ON THE APPLICATION.

### **\*FILE BY MAIL:**

**Caltrans  
Exam Services (MS 86)  
P.O. Box 168036  
Sacramento, CA 95816-8036**

### **\*FILE IN PERSON:**

**Caltrans  
Exam Services (MS 86)  
1727 30<sup>th</sup> Street, 1<sup>st</sup> Floor  
Sacramento, CA 95816**

**\*Candidates are responsible for obtaining proof of mailing or submission of their application to Exam Services.**

## **SPECIAL TESTING ARRANGEMENTS**

If you have a disability and wish to participate in one of our testing services, programs, or activities and require a specific accommodation, please mark the appropriate box for Question #2 on the Examination Application form STD678. You will be contacted to make specific arrangements. TDD users may contact the California Relay Service TDD line at 1-800-735-2929, Voice line at 1-800-735-2922.

## REQUIRED IDENTIFICATION

Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

## POSITION STATEMENT

This is the entry and first journey level of the series. Under supervision, incumbents prepare simple drawings and assist in the preparation of complete design, construction, and as-built drawings for a variety of structures from design notes and sketches; make related engineering calculations and plot data from field notes; prepare quantity estimates; check shop plans; calculate horizontal and vertical alignment and related dimensions of structures for layout of average difficulty; use state-of-the-art technology, i.e., Computer-Aided Drafting/Design (CADD) and related programs, to determine layout and details of various types of structures; and assist in geometric design of average difficulty.

## ELIGIBLE LIST INFORMATION

A(n) Open, Non-promotional eligible list will be established for Caltrans in District 4 and Sacramento County. The list will be abolished 12 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

## REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION

All applicants must meet the education and/or experience requirements for this examination by the final filing date. Your signature on the application indicates that you read, understand, and possess the minimum qualifications required, and that the information provided is true and complete to the best of your knowledge.

All applications must include: "to" and "from" dates (month/day/year), time base, civil service or private sector titles, the duties performed, and an original signature. Applications received without this information will be rejected.

**NOTE:** Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I," "or II," "or III," etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirements.

## MINIMUM QUALIFICATIONS

One year of experience in the California state service performing the duties of a Drafting Services Aid, Range B

Or

Sixty semester or equivalent quarter units of college educations, 30 units of which must have been in engineering, drafting, or other related areas (45 semester or equivalent quarter units of college education will admit an applicant to the competition, but he/she must produce evidence of completion of the total college requirement before he/she will be considered for appointment)

Or

Two years of structural drafting experience in an engineering office equivalent in duties and level of responsibility to a Drafting Services Aid, Range B in the California state service. {California education in engineering or drafting may be substituted for the experience requirement on the basis of one year (30 semester units or equivalent quarter units) of education is equivalent to one year of experience}

Click on the link below to review the California State Personnel Board class specification which contain the requirements for admittance to the exam:

<http://calhr.ca.gov/state-hr-professionals/pages/3038.aspx>

## EXAMINATION INFORMATION

It is anticipated that the examination will be given in October/November 2015.

This examination will consist of a Modified Qualification Appraisal Panel (ModQAP). Accepted candidates will participate in the **examination using a computer to type their responses**. The examination will consist of **patterned questions with set responses**, **not multiple choice questions**.

This examination will be weighted 100%. In order to obtain a position on the eligible list, a minimum score of 70% must be attained.

**NOTE:** If conditions warrant, this examination may utilize an evaluation of each candidate's experience and education compared to a standard developed from the class specification. For this reason, it is especially important that each candidate take special care in accurately and completely filling out his or her application. List all experience relevant to the "Minimum Qualifications" shown on this announcement, even if that experience goes beyond the seven-year limit printed on the application. Supplementary information will be accepted, but read the "Minimum Qualifications" carefully to see what kind of information will be useful to the staff doing the evaluation.

## KNOWLEDGE AND ABILITIES

### Knowledge of:

1. Details, methods, and layout used in the preparation of structural design and construction drawings for variety of structures
2. Basic engineering mathematics
3. State-of-the-art-technology, (i.e., (CADD) Computer Draft Aide and Design and related computer programs) used to determine bridge, bridge related structures, roadway layout, detail drawings, and create geometric design for various types of structures

### Ability to:

1. Communicate at level required for successful job
2. Follow written and oral directions
3. Draft neat, accurate, and legible plan of average difficulty
4. Interpret sketches, drawings, and plans of average difficulty
5. Use state-of-the-art- technology, (i.e., Computer Aide and Design (CADD), Microsoft, and related computer programs)
6. Make basic mathematical calculations related to quantities

## VETERANS' PREFERENCE

Veterans' Preference will be applied to those competitors who are successful in this examination and who qualify for, and have requested, Veterans' Preference through the California Department of Human Resources. Veterans who have achieved permanent civil service status are not eligible to receive Veterans' Preference.

## CAREER CREDITS

Career Credits will be added to the final score of competitors who are successful in this examination.

## CONTACT INFORMATION

For more information regarding this exam, please contact the exam analyst at (916) 227-6854.

## GENERAL INFORMATION

**For an examination without a written feature**, it is the candidate's responsibility to contact **the testing department** three weeks after the final filing date if he/she has not received his/her notice.

**If a candidate's notice** of examination fails to reach him/her 3 days prior to their scheduled appointment due to a verified postal error, he/she will be rescheduled upon written request.

**Applications are available** at <https://jobs.ca.gov/Profile/StateApplication>, California Department of Human Resources (CalHR) offices, local offices of the Employment Development Department, and the testing department on this job bulletin.

**If you meet the requirements** stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The testing department** reserves the right to revise the examination plan to better meet the needs of the service, if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

**Candidates needing special testing arrangements** due to a disability must mark the appropriate box on the application and/or contact the testing department.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and the ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on the bulletin.

**Veterans' Preference:** Pursuant to Assembly Bill 372, Veterans' Preference will be awarded as follows, starting January 1, 2014:

1. Any veteran, widow or widower of a veteran, or spouse of a 100 percent disabled veteran, who achieves a passing score in an open examination, shall be ranked in the top rank of the resulting eligibility list.
2. Any veteran who has been dishonorably discharged or released is not eligible for Veterans' Preference.

3. Veterans' Preference is not granted once a person achieves permanent civil service status (Permanent State civil service status means the status of an employee who is lawfully retained in his/her position after completion of the applicable probationary period. This includes permanent intermittent, part-time, and full-time appointments. In addition, individuals who at any time achieved permanent State civil service status and subsequently resigned or were dismissed from State civil service are not eligible to receive Veterans' Preference).

Veteran status is verified by the California Department of Human Resources (CalHR). Directions to apply for Veterans' Preference are on the Veterans' Preference Application (CalHR Form 1093) which is available at <http://jobs.ca.gov/Job/VeteransInformation> or from the California Department of Human Resources, 1515 "S" Street, North Building, Suite 400, Sacramento, CA 95811 and the Department of Veterans Affairs.

**TTY** is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

*For individuals with disabilities, this document may be available upon request in alternate formats. To obtain an alternate format, please call or write to the California Department of Transportation, Office of Examinations and Recruitment Services, P.O. Box 168036, MS 86, Sacramento, CA 95816. Voice (916) 227-7858 California Relay Service: Voice 1-800-735-2922 or TTY 1-800-734-2929.*